



Apprentice & Traineeship Attendance Policy

EDLounge Ltd require all its learners to have exceptionally high standards of attendance and commitment to learning at all planned sessions. This is required to ensure they will learn, achieve and progress in a timely manner.

We expect learners to effectively use the personal development, attitudes and behaviours gained to demonstrate their readiness and longer-term suitability for sustained employment with their chosen employer.

Purpose

The EDLounge Attendance Policy outlines the responsibilities of the apprentice, employer and EDLounge staff for management and monitoring of learner attendance.

The Apprenticeship Agreement signed by the learner, employer and EDLounge as the provider, confirms the required commitment to regular attendance and the contribution and commitment to training towards the successful completion of the apprenticeship.

EDLounge will:

- Issue every EDLounge learner with a learner handbook at the start of their programme and work with learners to maintain a 100% attendance rate.
- Start disciplinary action after two consecutive days of unauthorised absence, or if patterns of persistent lateness occur.

Responsibilities of the Apprentice:

- Apprentices must be familiar with the content and expectations within the EDLounge Learner Handbook in relation to attendance.
- Attend work and training as agreed.
- Advise the employer of sickness or absence, and their Tutor/Assessor when appropriate.
- Agree annual leave with their employer and advise their Tutor/Assessor.
- Contact EDLounge immediately if employment ceases or changes

Responsibilities of the Employer:

- Agree working and training hours within the maximum hours allowed within the European Working Time Directive
- Record attendance and absence and address any issues promptly with the learner (and EDLounge Tutor if appropriate)
- Fully participate in progress reviews for apprentices as agreed
- Advise the EDLounge tutor immediately if a learner is absent for an Tutor/Assessor visit or leaves employment
- Release learners for all planned training sessions

EDLounge Tutor/Assessor responsibilities:

- Overall responsibility for each learner in their cohort
- Use information communicated from Tutor/Assessor to identify learners at risk of leaving early (withdrawals) due to attendance.
- Discussions to be had when the learner is visited at employer premises regarding attendance overview.
- Responsible for monitoring attendance for training and at work. This also relates to off the job classroom and online learning engagement and activity.

Tutor responsibilities:

- Complete registers for every session using the appropriate codes below
 - ✓ - present
 - UA – unauthorised absence – learner has not attended and not been previously agreed
 - AA – authorised absence – learner has pre-notified the EDLounge Tutor/Assessor of non-attendance i.e. holiday, appointment (with confirmation), required to attend work (with approval given)
 - L – Late for session
- Tutor/Assessor to ask EDLounge to trigger text alert to learner/parent/guardian by 10am
- Tutor/Assessor to call learner, employer and parent/guardian at the earliest opportunity
- Tutor/Assessor to inform assessor of learner non-attendance
- Ensure registers are handed to EDLounge staff at the end of each day
- Update the Coordinator on a weekly basis regarding any register changes under management discretion

EDLounge responsibilities:

- To produce registers daily for every planned session
- To track attendance data on PICs management system, EDQuals platform and attendance spreadsheet
- Letters to be sent to learner/parents/employer upon request from tutor, cc learner file
- EDLounge to trigger text alert to learner/parent/guardian once instructed by tutor

Traineeship Attendance Policy

EDLounge have high expectations of its learners and will ensure that they have every opportunity to successfully achieve and progress on their programmes. To enable learners to achieve and succeed, EDLounge expects that all its learners will consistently attend all planned delivery and exam sessions on time.

Purpose

This policy outlines the responsibilities of Skills for EDLounge and the learner for learners' attendance.

EDLounge will:

- Issue every learner with an EDLounge learner handbook at the outset of their programme – learners must be familiar with its content and expectations in relation to attendance.
- Work with learners to maintain a 100% attendance rate.
- Start disciplinary action if three consecutive days of unauthorised absence occur.
- Start disciplinary action if three consecutive episodes of lateness occur.

Tutor responsibilities:

- Complete registers for every session using the appropriate codes below
 - / \ - present
 - UA – unauthorised absence – learner has not attended and not been previously agreed
 - AA – authorised absence – learner has pre-notified tutor of non-attendance i.e. holiday, appointment (with confirmation)
 - L – Late for session
 - WP – Attended work placement
- Contact (or in certain cases arrange for contact to be made with) absent learners and record findings
- Communicate with all relevant parties regarding learner attendance
- Ensure registers are handed to the EDLounge Coordinator, or other staff at the end of each day.
- Tutor to ensure parents or guardians are contacted as soon as possible on day of absence if there has been no contact from the learner.

EDLounge responsibilities:

- To produce registers daily for every planned session
- To track attendance data on PICs management system and via the EDQuals online platform and attendance tracker spreadsheet.
- Letters to be sent to learner/parents/employer upon request from tutor, cc learner file

Responsibilities of the Learner:

- Attend work and training as agreed by the employer and provider
- Advise the employer of sickness or absence and their EDLounge tutor when appropriate
- Agree annual leave with their employer and advise their EDLounge tutor.
- Contact the tutor and EDLounge immediately if employment ceases or changes
- Learners need to provide evidence for absence to be authorised
- If off sick for longer than 7 days, fit to return to work evidence is required

Responsibilities of the work placement:

- Agree attendance arrangements at the beginning of the work placement
- Record attendance and absence on attendance log given at the outset using the codes listed:
 - ✓ - present
 - UA – unauthorised absence – learner has not attended and not been previously agreed
 - AA – authorised absence – learner has pre-notified tutor of non-attendance i.e. holiday, appointment (with confirmation), required to attend work (with approval given)
 - L – Late for session
- Inform EDLounge if learner is absent

Version No	Purpose / Change	Lead	Inception/ Review Date	Next Review Date
1	Document Inception	Mick Farrar Quality Manager	August 2020	August 2021
2	Document review update			